

Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
November 3, 2022

I. Call Meeting to Order:

Commissioner Brad Connor called the meeting to order at 6:00 p.m.

Those in attendance were: Commissioner Brad Connor, Commissioner Cathy Flowers, Commissioner Earl Savage via telephone, Commissioner Cindy Gallimore, Commissioner Janice Kolbeck, Town Administrator Cindi Brought, and Engineering Consultant Kyle Gulbranson. Please see the sign in sheet for others in attendance.

II. Public Comment:

No public comment was made.

III. Approval of Minutes:
September 1, 2022

Commissioner Savage made a motion to approve the minutes. Commissioner Kolbeck seconded the motion. All were in favor.

IV. New Business:

- a. 33140 Main Street—Presentation Schuyler & Jamie-Conceptual Plan for new business in their home

Schuyler Hannum stated that he and his wife Jamie would like to start a Marketplace and Coffee Shop in their current home and presented the Planning & Zoning Commission with a copy of the floorplan and parking, if approved. Mr. Hannum explained that exterior changes would consist of a sign and an ADA compliant ramp. Interior renovations that would be made are making the bathroom ADA complaint and the kitchen would be remodeled into a coffee shop. Mr. Hannum added that he is a furniture/cabinet maker and would be selling custom woodworking.

Engineering Consultant Gulbranson stated that Mr. Hannum would need to start with the Site Plan process. He asked if the entrance would be at the sun porch. Mr. Hannum stated that there would be two entrances, because the Coffee Shop and the Marketplace would have different hours. The current front door would be the entrance for the Marketplace and the backdoor would be the entrance to the Coffee Shop, which is where the ramp would be located.

Engineering Consultant Gulbranson stated that this is a permitted use of the district and there needs to be a Site Plan submitted showing where parking is proposed. A letter would be needed from DelDOT approving the use of the entrance and exit.

Commissioner Kolbeck asked if there would be an entrance directly from where the Marketplace would be into the Coffee Shop and if anything is planned for the second floor of the house. Mr. Hannum explained that there is a set of French doors that separates the two rooms. He stated that for now their plan is to utilize the downstairs for retail business but eventually their hope is to rent to local vendors on the second floor.

Commissioner Kolbeck asked if an elevator is needed to access the upstairs. Mr. Hannum stated that he has seen other businesses that do not have an elevator. Engineering Consultant Gulbranson said that he believes what is needed is an ADA compliant access and bathroom for this type of temporary business that would be going upstairs.

Town Administrator Brought stated that when Mr. Hannum is ready to add more businesses, he would need to readdress the plans.

Commissioner Savage asked what the expected timeline is. Mr. Hannum stated that his plan is to open for Memorial Day. He asked what his next steps would be moving forward. Engineering Consultant Gulbranson stated that the next step would be to complete the Site Plan Application. Town Administrator Brought asked if architectural drawings would be needed. Engineering Consultant Gulbranson stated that the Site Plan process would need to be completed first and then building plans can be submitted to obtain the building permits from the town and from the County.

Commissioner Kolbeck made a motion to move forward with the plan for the Marketplace and Coffee Shop. Commissioner Savage seconded the motion. All were in favor.

V. Old Business:

a. Morse Holdings LLC- Rezoning of Property PLUS (State Review/Response)

Engineering Consultant Gulbranson explained that the Comprehensive Plan Amendment went through the PLUS review with the State. The Office of State Planning Coordination had no issues with the map change. The State has approved the rezoning change and can move forward. He added that Town Administrator Brought is in the processes of setting up the public hearings for the Comprehensive Plan change and rezoning. Town Administrator Brought stated that both Public Hearings are planned for Monday, November 21, 2022, at the Town Council Meeting. Engineering Consultant Gulbranson stated that there would be two Public Hearings. The first one is to amend the Comprehensive Plan and the second is to rezone the property. Engineering Consultant Gulbranson stated that the Site Plan Application can be submitted after the Public Hearings. Tomie Morse asked if they should plan to be at the Public Hearing. Commissioner Connor said they are welcome to attend and make any comments.

Commissioner Kolbeck asked for the PLUS review to be explained. Engineering Consultant Gulbranson explained that the State started a service where developers could talk to State agencies. If an agency has a concern with the project, they have 30 days to submit a report. It is a good service because the developer finds out what the State expects and requires.

VI. Public Comment:

There was no public comment.

VII. Adjournment:

Commissioner Savage made a motion to adjourn. Commissioner Kolbeck seconded the motion. All were in favor.

Meeting was adjourned at 6:31 p.m.

Respectfully Submitted,
Wendy Rayne, Finance Clerk